

Caltrans Wireless Licensing Program

Proposal Guidelines

The Caltrans Wireless Licensing program offers telecommunications carriers the opportunity to license Caltrans properties as sites for unmanned wireless facilities. The program is managed by the Caltrans Right-of-Way Airspace office, with proposals for specific sites reviewed by local District Airspace Review Committees (DARC).

Carriers interested in participating in the program need to sign a Master License Agreement (MLA) with Caltrans, available from Caltrans headquarters, Right-of-Way Airspace office. The MLA contains all the standard terms and conditions that are not site specific. Carriers must ensure they have an annual district-wide survey permit for testing signals for potential sites, issued by each district's permits office in which they intend to propose licensing sites. Carriers should be familiar with Caltrans' Siting Guidelines before proposing a specific site license.

Caltrans has a three-phase process for obtaining a specific site license:

- **Conceptual Proposal:** A short proposal of interest, which will allow Caltrans to quickly determine the feasibility of a proposal for a specific site.
- **Preliminary Proposal:** A formal presentation with full details and plans; Carriers may obtain a Site License after the Preliminary review.
- **Final Proposal:** Response to all issues raised in the preliminary review, including all necessary permits.

For the Bay Area Counties (Alameda, Contra Costa, Marin, Napa, Solano, and Sonoma), send proposals to Mahnaz Rastakhiz. (E-mail: Mahnaz_Rastakhiz@dot.ca.gov)

For San Francisco, San Mateo and Santa Clara Counties, send proposals to Gloria Wallace. (E-mail: gloria_wallace@dot.ca.gov)

Mailing Address: Department of Transportation
R/W Airspace Development
111 Grand Avenue, 13th Floor
Oakland, CA 94612-3771

Phase I: Conceptual Proposal

The Conceptual Proposal provides details of a proposed site and the carrier's intended use. It allows Caltrans and the carrier to quickly determine the feasibility and availability of a Caltrans parcel. It is not necessary to submit preliminary plans or specifications at this time.

The DARC will respond to Conceptual Proposals with 15 working days and may suggest proposal revisions or other sites at that time.

Please submit: 1 electronic copy and 15 hard copies to the District Airspace Manager

Conceptual Proposals should address the following issues, in this order in your transmittal letter:

1. Address, description, location
2. County, route, postmile, or kilometer post
3. Carrier reference number, if applicable (e.g., CA 069)
4. Current use of the site
5. Telecommunications facilities on the site now (if any)
6. Proposed use (vault, tower, antenna)
7. Description of the proposed facility (height of antenna, width, depth, total area needed)
8. How independent access to the site will be provided
9. How utilities will be provided to the site
10. Date site is needed (timeframe)
11. Anticipated length of construction (number of months)
12. Any plans for collocation with another carrier
13. 15 sets of diagram and 1 photo simulation of the proposed facility, including access and utilities, showing the impact it will have on the surrounding facilities
14. Any additional information that may help Caltrans engineers, landscape architects, and maintenance group more fully understand the proposal

Phase II: Preliminary Proposal

The Preliminary Proposal includes complete details of a proposed site and the carrier's intended use. All issues raised during the Conceptual phase must be addressed in the Preliminary Proposal.

The DARC will meet to perform an in-depth review and will respond within 45 calendar days, and, on approval, issue a site license to be executed.

Carriers must include a nonrefundable processing fee of \$1,000 with the proposal to Caltrans. Additional fees may be charged by the Department of General Services if studies of potential interference are required because of the proximity of the proposed facility to other telecommunications facilities operated by other government entities.

Please submit: 15 hard copies and 1 electronic copy, along with required number of plans and copies of documents, to the District Airspace Manager.

Preliminary Proposals should address the following issues, in this order in your transmittal letter. Please address any changes from your conceptual proposal in your preliminary transmittal letter and plans.

1. Copy of the Conceptual phase response letter from Caltrans and any follow-up letters or discussions responding to each issue raised during the Conceptual phase.
2. Carrier's name: shown document as Licensee.
3. Name and phone number of the Project Manager (employee, broker, or consultant) representing the Carrier who is authorized to negotiate with Caltrans and assist the District Airspace Manager in processing the document.
4. Name and phone number of the Carrier's Radio Frequency (RF) Engineer who will work with Caltrans' Maintenance Telecommunications Engineer regarding review of plans and specifications and possible sharing of the facility.
5. Copy of the Caltrans District's Annual Survey Permit (to test telecommunications equipment)
6. Plans (15 copies at 11" x 17"; verify quantity with District Airspace Manager) detailing the exact location, size, and method of installation for all permanent improvements. Plans should address all issues raised by the DARC during the Conceptual review and any variations from the program Siting Guidelines and the Caltrans Design Manual. Plans should include:

- 6.1 State Highway or Interstate Route number, postmile, or kilometer post <and direction>.
- 6.2 Municipality and county.
- 6.3 North arrow, scale latitude and longitude.
- 6.4 Location of adjacent streets for alternate access location.
- 6.5 Right of way line (include copy of Caltrans right of way record map when utilized).
- 6.6 Location of any existing Caltrans structures (i.e., buildings, signs, equipment, signs, guardrails, access roads, columns).
- 6.7 Location of adjacent setback of proposed structures (monopoles, towers, shelters, equipment conduits, fencing, and parking).
- 6.8 Identification of the safety clear recovery zone if within access control (include calculation).
- 6.9 Identification of topography, including slopes within access control area.
- 6.10 Location of aerial and underground utilities (fiber optic, electrical, telephone, etc.), and the proposed method of accessing utilities from outside the access control area.
- 6.11 Location and setback from bridge structures (include bridge number).
- 6.12 Existing landscape (outline of vegetation) with landscaping proposed and/or trees to be removed, including methods to prevent soil erosion or to protect slopes.
- 6.13 Height of the structure (monopole/tower) and antenna elevation.
- 6.14 Location of existing and proposed access points, driveways, and parking areas.
- 6.15 The approximate location of Caltrans' future use of the equipment area (vault, shed, pad, etc.) noting the requirements in the MLA Clause 21.
 - Annotate the future space with the statement "Reserved for Caltrans Use Only."
 - If a vault, a 2W x 2L x 7H cubic foot area must be reserved.

- If a vault, an access door into the building (e.g. separate or joint use) must be shown.
 - If a pad, a 2.5W x 2.5L square foot area must be reserved.
 - Location of the conduit or cable tray from the reserved area to the location of the reserved space on the monopole or the tower for Caltrans' antenna.
 - Reserved space for a Caltrans antenna on the monopole or the tower, which must be no less than 20 feet high.
 - Cable access to phone and electrical lines.
7. Technical specifications for the radio transmissions and equipment that will be used.
 8. Photo simulations of the site.
 9. Approximate cost of project, including construction, permanent improvements to site, removal improvements (not including the radio equipment), and required upgrades.
 10. Project time frame.
 11. Narrative describing how installation and construction will be performed in order to minimize the impact on Caltrans' operations (e.g., traveling public, commuters at a park and ride, workers at a maintenance station), including locations of vehicles parked.
 12. Further details of the maintenance activities (e.g., the types of vehicles and equipment to be used, general locations of the vehicles and equipment parked during typical maintenance operations, identification of any vehicles and equipment that will be stored on the site), including frequency of maintenance, duration, and time of day.
 13. For sites Caltrans has identified for installation of equipment, describe the anticipated method of installation for Caltrans' equipment. If it will be at the time of Carrier's initial construction, identification of who will do the installation and approximate cost to Caltrans if performed by the Carrier.

Note: After carriers receive a response to the Preliminary Proposal, DARC will issue a draft Site License Agreement (SLA). Carriers then have up to six months <to work with Caltrans> to obtain all remaining approvals and permits that might be needed to obtain permission to construct.

Phase III: Final Proposal

The final package should include all final plans and permits, and address all additional requirements noted in the Preliminary review.

The DARC will conduct a Final review and will respond within 45 calendar days.

Please submit: 15 hard copies and 1 electronic copy of the Final Proposal, along with required number of plans and copies of documents, to the District Airspace Manager

The Final Proposal should address the following issues in this order. Please address any changes from your preliminary submittal in your final transmittal letter and plans.

1. Responses to all issues raised during the Preliminary Review.
2. Final plans (up to 10 copies at 11" x 17"; verify quantity with District Airspace Manager) detailing the exact location, size, and method of installation for all permanent improvements. Plans should address all issues raised by the DARC during the Preliminary review and any variations from the program Siting Guidelines and the Caltrans Design Manual.
3. The final plans must show the exact location for Caltrans' future use of the equipment area (vault, shed, pad, etc.), noting the requirements in the MLA Clause 21 including access, if the radio equipment is kept in an enclosure (gate, door, etc.) and annotated with the statement "Reserved for Caltrans' Use Only".
4. Identification of all Caltrans equipment that will be installed on the facility.
5. Environmental Document. To expedite the project schedule, Carriers should obtain this from the District Airspace Manager and may submit the completed document to Caltrans for review by the Environmental Branch as soon as possible after Preliminary review.
6. Local building permit.
7. Zoning permit (Caltrans will issue a letter to the local planning agency authorizing a carrier to make application for land use zoning permits).
8. Caltrans' Annual Maintenance Permit to maintain the equipment located within the right of way, issued by the District Permits Office for all facilities within a District for two years. (Carriers may already have a permit on file; check with the District Airspace Manager.)
9. Copy of the legal description Carrier has submitted to the California Public Utilities Commission.

10. Final construction schedule: what parties (including vendors) will be involved, the time frames, and where construction will take place.
11. The annual base license fee through the remaining state fiscal year (June 30) as specified in the MLA.

Note: After Final review and approval, the District Airspace Manager will request up to five copies of the final approved plans (addressing any changes required in the Final review) for Caltrans archives.

The Carrier will receive a formal letter stating the Carrier has complied with all requirements to obtain permission to construct. The District Airspace Manager will provide all the necessary forms to apply for an Encroachment Permit to Build, which will be issued within <x> calendar days.

Construction may begin as soon as the Encroachment permit is issued and the base license fee is paid.